

ADMINISTRATIVE - INTERNAL USE ONLY

ARO's

10/23/63

Distribution made this date
to all ARO and Records Center.

23 October 1963

10/25/Also copy to [redacted] E-32, Hq.,
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Collection Guidance Staff, DDI

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From : Chief, Records Administration Staff

Subject: Meeting of Records Officers - 30 October 1963

1. There will be a meeting of Agency Records Management Officers on Wednesday, 30 October 1963 at 10:00 AM in Room 1E-78, Headquarters.

2. The Agenda will include:

a. Introduction of a new system to assist you in Forms Management - The "DARE" Card Method.

b. New data on Cost of Keeping Records in Office Space and Records Center.

c. Filing Equipment Control - How a large Corporation saves money and space.

d. New Document and Courier Receipt Form and procedures.

e. Microfilm deterioration problems.

3. In addition, I want your ideas for future meetings. - Do you want regular scheduled meetings? Do you want speakers from other Agencies?

I will appreciate your views and look forward to seeing you at the meeting.

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